

SHELTON STATE

COMMUNITY COLLEGE

TRAINING FOR EXISTING BUSINESS AND INDUSTRY and CONTINUING EDUCATION SPRING 2008

TRAINING FOR EXISTING BUSINESS AND INDUSTRY

CUSTOMIZED TRAINING

Training for Existing Business and Industry (TEBI) offers **group rates** on the training programs listed in the current schedule. In addition, ***CUSTOMIZED TRAINING may be designed*** to meet specific company or organizational needs. Customized training is available upon request when and where needed, and is tailored to meet the particular company needs. TEBI works closely with local business leaders to provide professional instruction that upgrades the skills needed in today's workplace.

Current customized training programs include:

- ▶ Computer Applications
- ▶ Industrial Maintenance Technology
- ▶ Forklift Safety
- ▶ Leadership & Supervision
- ▶ Workplace Spanish
- ▶ Welding
- ▶ Customer Service

CONTINUING EDUCATION

SKILLS TRAINING & PROFESSIONAL DEVELOPMENT

Skills Training classes are all job specific and job preparatory with most courses lasting three months or less. Certificates are received at the completion of courses and include training in computers, Microsoft applications, Industrial Maintenance Technology, etc.

Many of the classes do not require a high school diploma or a GED to participate.

Professional Development programs offer Continuing Education units (CEU) upon successful completion of a course. For every ten (10) hours of participation, a student receives one CEU. The units are recorded on the college transcript and a certificate is provided at the conclusion of each course where CEU's are earned. Programs include Real Estate and Real Estate Appraisal, Forestry, Nursing and Turf Grass & Pest Control courses in order to maintain licensure.

MANUFACTURING TECHNOLOGY CUSTOMIZED COURSES

Principles of Industrial Maintenance
Fundamentals of Industrial Hydraulics and Pneumatics
Principles of Mech. Measurements & Tech. Drawing
Preventive Maintenance
Principles of Industrial Pumps and Piping Systems
Principles of Industrial Environmental Controls
Precision Machining Fundamentals I
Industrial Wiring I
Industrial Motors I
Industrial Motors II
Industrial Motor Controls I
DC Fundamentals
AC Fundamentals
Principles of Industrial Maintenance Metal Welding and Cutting Techniques
Introduction to Process Control
Fundamentals of Electricity I
Fundamentals of Electricity II
Industrial Safety and Maintenance Techniques
Applied Principles of Programmable Logic Controllers

FORKLIFT OPERATOR SAFETY TRAINING

2 sessions

Cost: \$150

Tues. & Thurs.

3:00-7:00 p.m. January 8 & 9

A training seminar lasting approximately 8 hours consists of: (1) an up-to-date safety video complete with handbooks, (2) a review of each section covered in the handbook, (3) a written test and (4) an actual hands on demonstration conducted on-site at your location. All employees completing the seminar will receive a certificate and operator's license. To register, contact Training for Existing Business and Industry at (205)391-2434.

FOR NEW CLASSES OR POSSIBLE
CHANGES, PLEASE CALL
(205) 391-2386

OR VISIT US AT OUR WEBSITE AT
www.sheltonstate.edu.

GO TO WORKFORCE OPPORTUNITIES
AND CLICK ON THE DROP DOWN FOR
SKILL TRAINING AND PROFESSIONAL
DEVELOPMENT.



2003 ICC PLUMBING CODE COURSE - FOR THE JOURNEYMAN & MASTER EXAM

12 sessions
Tues. & Thurs. Cost: \$150 (does not include book)
6:00 - 8:00 p.m.

Alabama has a growing need for Journeyman Plumbers! The ICC Plumbing Code course is 24 hours of classroom instruction, taught by an experienced master plumber, to prepare you for the Journeyman or Master Plumber exam. You will cover the information in the 2003 Plumbing Code book, including how to use tables, and how to properly install a plumbing system per code. For more information, contact Training for Existing Business and Industry at (205) 391-2434.

GEOGRAPHIC INFORMATION SYSTEM I & II

TBI 021-50 6 sessions Cost: \$350

GIS I Mon. & Thurs. 5:30-8:30 p.m.

GIS II Mon. & Thurs. 5:30-8:30 p.m.

This course will prepare each student with hands on GIS training, using ESRI software. Participants will study the basic design and operation of a Geographic Information System, data collection and presentation, displaying and editing data, and working with tables. This is a great tool for mapping important data such as topography, voting districts, crime mapping, population distribution, and many more.

SHELTON STATE'S NEW COMPUTER CERTIFICATE PROGRAM PREPARES WORKERS FOR JOBS REQUIRING BASIC COMPUTER SKILLS OFFICE SYSTEMS TECHNOLOGY

TBI 212-02 10 weeks 20 CEU
Mon. - Fri 8:00 a.m.-12:15 p.m. Jan. 14-Mar. 10
Room: 1353 Cost: \$1680 Instructor: Dave Cooper
Maximum 15 students

Class will not be held Jan. 21.

This course is intended to provide an in-depth introduction to Office 2003. Some knowledge of Windows XP is assumed (keyboarding or typing), and no mathematics beyond the high school freshman level is required. The objectives of this course are:

- ▶ To teach the fundamentals of Microsoft Office 2003 which includes: Word, Excel, Access, PowerPoint, & Outlook.
- ▶ To expose students to practical examples of the computer as a useful tool by using an exercise-oriented approach that allows learning by doing.
- ▶ To acquaint students with the proper procedures to create documents, worksheets, databases, and presentations suitable for coursework, professional purposes, and personal use.

Text: *Thomson Course Technology, Microsoft Office 2003: Introductory Concepts and Techniques, Premium Edition.*

For more information, contact Continuing Education at (205)391-2386. **WIA APPROVED**

WELDING CERTIFICATION & TESTING

Shelton State Community College offers various courses and a certificate for welders. Testing is conducted each Friday morning between the hours of 7-10 a.m. For more information or to set up a certification test, please contact Training for Existing Business & Industry at (205)391-2434.

WORKKEYS FOR PARAPROFESSIONAL

Wednesdays 9:00 a.m. - 12:00 p.m.

Jan. 3, Feb. 6, Mar. 5, Apr. 3, May 7

* Must register by noon Tuesday. To register, contact Training for Existing Business and Industry at (205) 391-2434.

WORKKEYS FOR THE CAREER READINESS CERTIFICATE

Wednesdays 9:00 a.m. - 12:00 p.m.

Jan. 9, Feb. 13, Mar. 12, Apr. 9, May 14

Must register by noon the Tuesday before the test.

Alabama's Career Readiness Certificate serves as a common language between employers, job seekers and educators. It is a portable skills credential, assuring employers that a job applicant has the basic skills they seek. The Career Readiness Certificate (CRC) is an assessment-based credential based on ACT's WorkKeys that gives employers and career seekers a uniform measure of key workplace skills. For more information, please visit www.career-readyalabama.com. To register for the CRC WorkKeys assessment call (205)391-2434.

CONTINUING EDUCATION

TRUCK DRIVER TRAINING

TBI 225-03 Jan. 7 - Feb. 29

TBI 225-04 Mar. 1 - May 5

Mon - Fri. 7:30 am - 3:30 pm Cost: \$1900.

Instructors: Mike Warren & Mike Tusic Max. 8 students

Class will not be held on Jan. 21, Feb. 14 & 15, and Mar. 17-21.

This is an eight-week, non-credit program that is offered through Continuing Education. Upon successful completion of the program's course and passing the DOT written examination, the student will receive his/her operator's licensure and a certificate of completion from Shelton State Community College. For more information on this program or to register for a class, contact Continuing Education at (205) 391-2386.

☒ COMMUNICATING IN THE WORKPLACE

TBI 206-50 5 sessions 1 CEU

Tues. 6-8:15 p.m. Jan. 22 - Feb. 19

Room: TBA Cost: \$120

Instructor: Notoisha Banks Maximum 10 students

Would you like to learn how to communicate verbally and non-verbally with professional style and learn how to get what you want and need without appearing overly aggressive? Would you like to enhance, sharpen, and polish your presentation and speaking skills? This class is designed to help you present yourself and your ideas professionally which in turn could help to advance your career. For more information, contact Continuing Education at (205) 391-2386.

☒ DENOTES A NEW COURSE

EFFECTIVE BUSINESS WRITING,

GRAMMAR AND PUNCTUATION

TBI 207-52 4 sessions .8 CEU
Mon. 6-8:15 p.m. Feb. 18- Mar. 10
Room: TBA Cost: \$110

Instructor: Notoisha Banks Maximum 10 students

In this course, students learn the basic techniques for developing effective business writing skills, for professional reports, memos, and other documents. Students will also have a review of the common grammatical and punctuation flaws as well as commonly confused words.

BUSINESS ETIQUETTE, TELEPHONE TECHNIQUES, & CUSTOMER SERVICE SKILLS

TBI 208-51 4 sessions .8 CEU
Wed. 6-8:15p.m. Jan. 9-Jan. 30
Room: TBA Cost: \$110

Instructor: Notoisha Banks Maximum 10 students

Whether it's speaking, listening, dealing with difficult customers, facilitating team meetings or negotiating with others, proper etiquette and techniques are the key to your success. For more information, contact Continuing Education at (205) 391-2386.

CAREER ENHANCING SKILLS

TBI 209-50 7 sessions 1.8 CEU
Thurs. 6-9:15 p.m. Jan. 10-Feb. 21
Room TBA Cost: \$140

Instructor: Pam Scott Maximum 10 students

This course will equip professionals with necessary career enhancing skills. Professionals will learn to build their own resume, effective job searching techniques, and interviewing skills (with mock interviews). Students will learn to identify their knowledge, skills and abilities that will differentiate them from the competition and give them the cutting edge. If you are a professional looking for a career change, this course is for you. For more information, (205)391-2386.

KEYBOARDING

TBI 210 - 50 6 sessions 1.8 CEU
Thurs. 6-9:15 p.m. Jan. 10-Feb. 14
Room: 2260 Cost: \$140

Instructor: Tracey Woolbright Maximum 15 students

Alphabetic keys, numbers and common symbols will be covered in exercises to teach the entire keyboard with speed and accuracy recorded. Please bring one 3.5 inch high-density disk and a pencil. For more information, contact Continuing Education at (205)391-2386.

INTRO TO COMPUTERS & WINDOWS

TBI 211 - 50 7 sessions 2.1 CEU
Wed. 6 - 9:15 p.m. Jan. 9-Feb. 20
Room: 1353 Cost: \$140

Instructor: Dave Cooper Maximum 15 students

PREREQUISITES: Keyboarding. Topics included in this very basic course are the computer components and their usage; an overview of computer software and uses; the basics of Windows communication; launching an application program; exploring the windows desktop; disk organization and menus; getting online help; managing files and folders; and windows explorer. Text: *Microsoft Windows XP Introductory Concepts & Techniques, Service Pack* by Shelly, Cashman & Forsythe. Please bring one 3.5 inch high density disk. For more information, contact Continuing Education at (205)391-2386.

INTRO TO MICROSOFT EXCEL

TBI 203-50 6 sessions 1.8 CEU
Tues. 6-9:15 p.m. Jan. 15 - Feb. 19
Room: 1353 Cost: \$140

Instructor: Richard Carroll Maximum 15 students

PREREQUISITES: Basic Computer and Windows. Learn about Excel's menu selection, cursor movement, data types, cell addressing, and help options to build a simple spreadsheet. Edit data, formulas, functions, formatting, web queries, the use of the handy AutoFormat feature to format your data and linking a worksheet to a word document will also be included. Text: *Microsoft Office Excel 2003, Complete Concepts and Techniques, CourseCard Edition*, by Shelly, Cashman, & Quasney. Please bring one 3.5 inch high density disk.

INTRO TO MICROSOFT WORD

TBI 202-50 6 sessions 1.8 CEU
Wed. 6-9:15 p.m. Feb. 27 - Apr. 9
Room: 1353 Cost: \$140

Instructor: Dave Cooper Maximum 15 students

PREREQUISITES: Keyboarding and Windows. Topics in this course include opening, closing, creating, saving, previewing, and printing documents: bullets and numbering; fonts character and paragraph settings; move/copy; search/replace; speller; thesaurus and grammar check; glossaries and macros; document merge; tabs and indents; headers and footers; page numbering; document views; selecting text; scroll bars; pagination; shortcut keys and more. Text: *Microsoft Office Word 2003: Illustrated Completes, CourseCard Edition*, by Jennifer Duffy and Carol M. Cram. Please bring one 3.5 inch high density disk. For more information, contact Continuing Education at (205)391-2386.

INTRO TO MICROSOFT WORD II

TBI 202-51 6 sessions 1.8 CEU
Wed. 6-9:15 p.m. Apr. 16-May 21
Room: 1353 Cost: \$140

Instructor: Dave Cooper Maximum 15 students

PREREQUISITES: Keyboarding, Windows, Intro to Microsoft Word. This course is a continuation of Intro to Microsoft Word and uses the same text *Microsoft Office Word 2003: Illustrated Completes, CourseCard Edition*, by Jennifer Duffy and Carol M. Cram. Please bring one 3.5 inch high density disk. For more information, contact Continuing Education at (205)391-2386.

INTRO TO QUICKBOOKS PRO

TBI 200 - 51 6 sessions Jan. 9 - Feb. 13
Room: 2260 Cost: \$140

Instructor: Notoisha Banks Maximum 15 students

PREREQUISITES: Basic Accounting and Windows. This course offers a checkbook format for computerized accounting. Included in the training will be instruction regarding establishing accounts; creating company lists for employees, jobs and vendors, customizing fields; establishing product inventory records; ordering, receiving, and paying for inventory; tracking and paying sales tax; doing payroll with QuickBooks; time tracking, job costing and more. Text: *QuickBooks Learning Guide 2006*, by A.L. Craig. Please bring one 3.5 inch high density disk.

ONE DAY COMPUTER WORKSHOPS

TBI 203-01	MS Excel Level I	Jan. 24
TBI 203-02	MS Excel Level II	Jan. 31
TBI 201-01	PowerPoint Level I	Feb. 14
TBI 201-02	PowerPoint Level II	Feb. 21
TBI 204-01	MS Access Level I	Mar. 6
TBI 204-02	MS Access Level II	Mar. 13
Thurs.	9 a.m.- 4 p.m.	.6 CEU
Room: 1353	Cost: \$90	Max. 15 students

WEB DESIGN CERTIFICATION

For more information, contact Continuing Education at (205)391-2386.

WRITING FOR THE MASS MEDIA

TBI 381 -
Date and Time: TBA Cost: \$200
Instructor: TBA Maximum 15 students
PREREQUISITES: None. Introduction to the technique, form, style, and content of writing for the mass media, with attention to the various formats used in journalism, telecommunications, advertising, public relations and Internet communications. Text:

IMAGING

TBI 375 -
Date and Time: TBA Cost: \$200
Instructor: TBA Maximum 15 students
PREREQUISITES: Basic knowledge of P.C.'s and Windows. Introduction to Illustrator and Photoshop software. Emphasis is placed on using the tools in both software programs and advancing to practical advertising and page layouts using stock photos, images and basic design principles. Comprehending and applying commands and procedures would be the objective. Text:

DATABASE MANAGEMENT SOFTWARE APPLICATION

TBI 376 -
Date and Time: TBA Cost: \$200
Instructor: TBA Maximum 15 students
PREREQUISITES: Basic knowledge of P.C.'s and Windows. This course provides students with hands-on experience using database management software. Students will develop skills common to most database management software by developing wide variety of databases. Emphasis is on planning, developing, and editing functions associated with database management. Text:
NOTE: There is an approved standardized plan-of-instruction for this course.

MULTI MEDIA FOR THE WORLD WIDE WEB

TBI 377 -
Date and Time: TBA Cost: \$200
Instructor: TBA Max. 15 students
PREREQUISITES: Basic knowledge of P.C.'s and Windows. This course covers contemporary, interactive multimedia technology systems, focusing on types, applications, and theories of operation. In addition to the theoretical understanding of the multimedia technologies, students will learn how to digitize and manipulate images, voice, and video materials, including authoring a web page utilizing multimedia. Text:

INTRO TO THE INFORMATION HIGHWAY

TBI 378 -
Date and Time: TBA Cost: \$200
Instructor: TBA Maximum 15 students
PREREQUISITES: Basic knowledge of P.C.'s and Windows. This

course introduces the student to the basic principles of the information highway. Students will be exposed to different network information tools such as electronic mail, network news, gophers, the World Wide Web, browsers, commercial information services and the use of appropriate editors or software to introduce construction of Web environments. Text:

INTERMEDIATE WEB DEVELOPMENT

TBI 379 -
Date and Time: TBA Cost: \$200
Instructor: TBA Maximum 15 students
PREREQUISITES: Basic knowledge of P.C.'s and Windows. This course builds upon basic skills in Web authoring. Various Web authoring tools are introduced. Upon completion students will be able to use these tools to enhance Web sites. Text:

ADVANCED WEB DEVELOPMENT

TBI 380 -
Date and Time: TBA Cost: \$200
Instructor: TBA Maximum 15 students
PREREQUISITES: Basic knowledge of P.C.'s and Windows. This is an advanced Web design course emphasizing the use of scripting languages to develop interactive Web sites. Upon completion students will be able to create data driven Web sites. This course helps prepare students for the Certified Internet Webmaster (CIW) Foundations certification.

INTRO NETWORKING COMMUNICATIONS

TBI 383 -
Date and Time: TBA Cost: \$200
Instructor: TBA Maximum 15 students
PREREQUISITES: Basic knowledge of P.C.'s and Windows. This course is designed to introduce students to basic concepts of computer networks. Emphasis is placed on terminology and technology involved in implementing selected networked systems. The course covers various network models, topologies, communications protocols, transmission media, networking hardware and software, and network troubleshooting. Students gain hands-on experience in basic networking. This course further helps prepare students for certification.
NOTE: There is an approved standardized plan-of-instruction for this course.

DIRECTED STUDIES IN COMPUTER SCIENCE

TBI 384 -
Date and Time: TBA Cost: \$200
Instructor: TBA Maximum 15 students
PREREQUISITES: Basic knowledge of P.C.'s and Windows. This course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, the student will be able to demonstrate knowledge of the topics as specified by the instructor.

E-COMMERCE

TBI 382 -
Date and Time: TBA Cost: \$200
Instructor: TBA Maximum 15 students
PREREQUISITES: Basic knowledge of P.C.'s and Windows. This course is an introduction into e-commerce. Topics include marketing, building an e-commerce store, security, and electronic payment systems. Upon completion students will be able to build an e-commerce presence.

PROFESSIONAL DEVELOPMENT

REAL ESTATE

REAL ESTATE PRINCIPLES

TBI 104-50 20 sessions 6 CEU
Mon. 6-9:35 Jan. 7-May 5
Room: 2154 Cost: \$360

Instructor: Skip Brooks

This is an introductory real estate course that will prepare participants to take the Alabama Real Estate test to become a licensed realtor. The course will provide the necessary terminology, background and understanding of real estate principles. Topics include history of property ownership, real estate finance, real estate law, and the mechanics of listing and closing the sale. Text: *Modern Real Estate Practice, Edition 17*, by Galaty, Allway & Kyle and the State of Alabama, Real Estate Commission License Law, Revised 2006.

REAL ESTATE & APPRAISAL

TBI 128-01

Real Estate CE's

REAL ESTATE LICENSE LAW

TBI 124-50 Date, Time & Location TBA
.3 CEU 3 contact hours

RECAD

TBI 125-50 Date, Time & Location TBA
.3 CEU 3 contact hours

FAIR HOUSING

TBI 126-50 Date, Time & Location TBA
.3 CEU 3 contact hours

RISK MANAGEMENT

TBI 127-50 Date, Time & Location TBA
.3 CEU 3 contact hours

CONTRACTS

TBI 128-50 Date, Time & Location TBA
.3 CEU 3 contact hours

ETHICS

TBI 129-50 Date, Time & Location TBA
.3 CEU 3 contact hours

NURSING

SPANISH FOR NURSES - HOSPITALS - DOCTORS

TBI 149-50 8 sessions 1.2 CEU
Date: TBA 6:30-8:00 pm
Room: TBA Cost: \$140

Instructor: Rafael Alvarez

This program will enable nurses and other hospital staff to communicate in a simple, effective manner with Hispanic patients and their families.

ALABAMA DEPARTMENT OF PUBLIC HEALTH Web casts

Contact 391-2386 for up to date listings of the Alabama Department of Public Health Satellites Conferences.
Contact hours depend on length of Web cast.

HEALTH ASSESSMENTS K - 12

TBI 135-01 Date, Time & Location TBA
.6 CEU 6 contact hours

HEALTH CARE ISSUES FOR RETURNING IRAQI SOLDIERS

TBI 138-01 Date, Time & Location TBA
.25 CEU 2.5 contact hours

REASONABLE SUSPICION DRUG ABUSE

TBI 134-01 Date, Time & Location TBA
.2 CEU 2 contact hours

ALABAMA COUNCIL OF PRACTICAL NURSE EDUCATORS

TBI 139-01 Date, Time & Location TBA
.1 CEU 1 contact hour

AMERICAN HEART ASSOCIATION BASIC LIFE SUPPORT

TBI 142-01 Date, Time & Location TBA
.4 CEU 4 contact hours

CHILDHOOD OBESITY

TBI 145-01 Date, Time & Location TBA
.2 CEU 2 contact hours

GROWTH & DEVELOPMENT

TBI 141-01 Date, Time & Location TBA
.15 CEU 1½ contact hours

DISASTER: MENTAL HEALTH REALITIES & CHALLENGES

TBI 137-01 Date, Time & Location TBA
.2CEU 2 contact hours

BOMBS, EXPLOSIONS & PREPAREDNESS

TBI 144-01 Date, Time & Location TBA
.15 CEU 1½ contact hours

HORTICULTURE & PEST MANAGEMENT

TURFGRASS MANAGEMENT

TBI 117-50 10 points TBA
TBI 115-50 TBA

FORESTRY

TBI 121-01

HEATING & AIR CONDITIONING

TBI 151-50 thru TBI 155-50 Date, Time & Location TBA

INTRODUCTION TO MICROSOFT EXCEL

HEAT PUMP TRAINING

GAS FURNACE TRAINING

LOAD PROGRAM MANUEL J

CUSTOMER RELATIONS, HOW TO RUN A BUSINESS, & MANAGEMENT CLASSES

For more information on classes for CE programs for Heating and Air Conditioning, please contact Continuing Education at (205)391-2386.

CERTIFIED PUBLIC ACCOUNTANTS

TBA 161-50 thru TBI 167-50 Date, Time & Location TBA

QUICKBOOKS 2007 FOR CPAs

INTRODUCTION TO MICROSOFT EXCEL

INTERMEDIATE MICROSOFT EXCEL

ADVANCED EXCEL

ESTATE PLANNING UPDATE COURSE

SERVICE MARKETING

ENHANCING EMPLOYEE PERFORMANCE

For more information on classes for CE programs for CPA's, please contact Continuing Education at (205)391-2386.

ON-LINE INSTRUCTION

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. It's no wonder that many long-lasting friendships have formed in our lively and intelligent discussion areas.



All courses run for six weeks (with a two-week grace period at the end) and are at a cost ranging from \$80 to \$135 with the exception of the Paralegal courses.

Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office any time of the day or night.

How to Get Started:

1. Visit our Online Instruction Center:
<http://www.ed2go.com/shelton>
2. Click the Orientation link and follow the instructions to enroll and pay for your course. Registration and Orientation are completed on-line with payment handled directly through Continuing Education at Shelton State Community College. You will also be provided an opportunity to choose the name and password you will use to access your course.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the name and password you selected during orientation.

A complete course listing is not possible in this publication, but the broad topics for course listings include:

- The Internet
- Web Page Design
- Web Graphics & Multimedia
- Web Programming
- Basic Computer Literacy
- Computer Applications
- Desktop Publishing & Imaging
- Computer Troubleshooting and Networking
- Computer Programming & Database Management
- Digital Photography and Digital Video
- Languages
- Writing and Publishing
- Entertainment Industry Careers
- Grant Writing & Non-profit Management
- Business Planning and Entrepreneurial Courses
- Sales and Marketing
- Accounting
- Business Administration and Management
- Test Prep
- Personal and Career Development
- Personal Finance and Wealth Building
- Health Care, Nutrition and Fitness
- Family and Personal Enrichment
- Child Care and Parenting
- Art, History, Psychology and Literature
- Math, Philosophy and Science
- Law and Legal Careers
- Continuing Education for Health Care Professionals
- Courses for Teaching Professionals

For a complete listing of courses available under these topics please refer to the website. All you need to get started is Internet access, an e-mail address, and a Web browser. Additional requirements, if any, will be listed with the course description. For more information, go to <http://www.ed2go.com/shelton> or call (205)391-2386.

PART 161 FLIGHT TRAINING SCHOOL

This course is being taught through an agreement with Wallace State Community College. The 24 week FAA

Private Pilot Certificate will be taught by James Kicker at the Tuscaloosa Municipal Airport. The approximate cost of the program is \$6500. For information or to register contact Marsha Bradford (256) 737-3040 marsha.bradford@wallacestate.edu or Wallace State Flight 1-800-238-6681.

SPANISH IN THE WORKPLACE

The "Spanish in the Workplace" series is designed to help remove language barriers in the workplace. From bankers, builders, emergency techs to nurses, police officers and teachers, customized Spanish training that is job specific is available for scheduling. Each course promotes natural language acquisition through the use of non-traditional training techniques including music, role-playing, games and other group activities. No prior knowledge of Spanish is required. CEU credit course. For details on how to design and schedule Spanish training for your workplace, contact the Training for Existing Business & Industry Center at (205) 391-2434.

LEADERSHIP ORGANIZATIONAL DEVELOPMENT

The Achieve Global partnership with Shelton State's Training for Business & Industry Center offers education and training services for all organizational levels. Executives, managers, individual contributors, team leaders and members all benefit from the knowledge, enhanced skills, and useful, practical tools that Achieve Global provides. Corporate Training instructors are certified to provide Achieve Global training in the following programs:

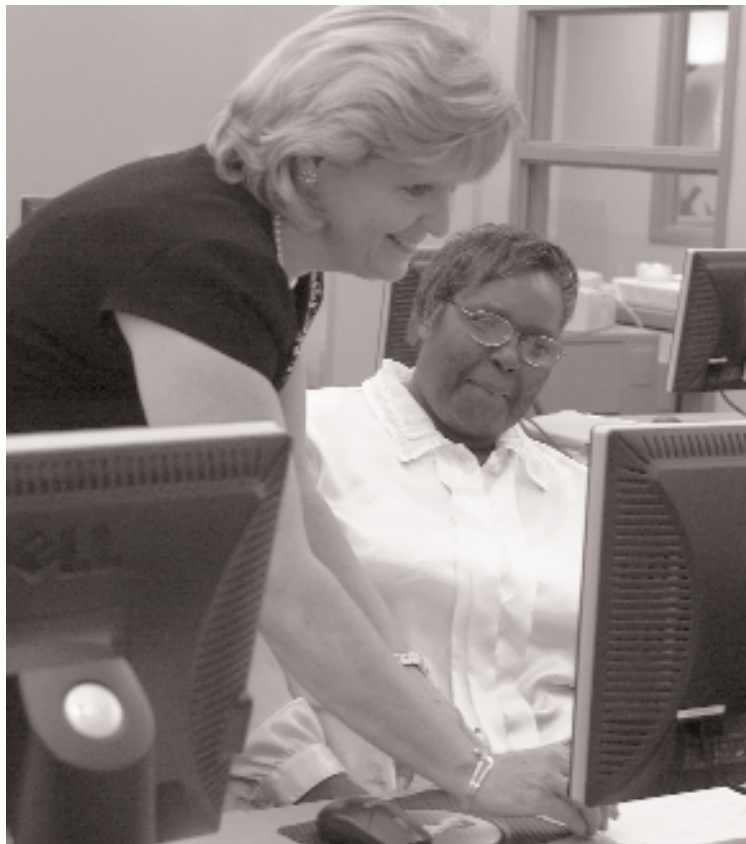
FRONTLINE LEADERSHIP SERIES:

- YOUR ROLE AND THE BASIC PRINCIPLES
- GIVING CONSTRUCTIVE FEEDBACK
- GETTING GOOD INFORMATION FROM OTHERS
- GETTING YOUR IDEAS ACROSS
- DEALING WITH EMOTIONAL BEHAVIOR
- RECOGNIZING POSITIVE RESULTS

Call today for information on how your corporation can take advantage of these proven training programs. For more information, call the Training for Existing Business & Industry Center at (205) 391-2434.

FOCUSED INDUSTRY TRAINING (FIT) / READY TO WORK

The FIT program is designed to provide basic skills to entry-level workers at all levels. Targeted instruction includes skills training in Computer Literacy, Reading, Applied Mathematics, Applied Technology, Locating Information, Observation and Teamwork. Workplace Essentials includes sessions on the following topics: Work Ethics, Critical Thinking Skills, Diversity, Sexual Harassment, Workplace Violence, and Workplace Safety. Training also includes basic manufacturing concepts including precision measurement, principles of Quality Manufacturing, and Lean Manufacturing, with additional skill training added as identified by local business and industry as necessary for entry level jobs within their companies. The 200 hour training will be provided in some areas as an evening class and does not require a high school diploma or GED and will allow trainees maximum flexibility in attaining required competency levels. After acquisition of all required skill competencies and completion of classroom time, trainees will receive documentation from Shelton State Community college as a "Certified Alabama Worker" and an "Alabama Career Readiness Certificate". Students will receive continued support through job placement and continued career progression and ongoing job training Opportunities. For information please contact call (205) 391-2482.



It is the official policy of the Alabama Department of Postsecondary Education, including all Postsecondary institutions under the control of the State Board of Education, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin or age, be excluded from participation in, be denied the benefits of or shall be subjected to discrimination under program activity or employment.

Although the publisher of the schedule has made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical or printing errors occasioned by honest mistakes. All information in this schedule is subject to change by Shelton State without prior notice.

Shelton State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate in Arts, Associate in Science, and the Associate in Applied Science degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions



SHELTON STATE
COMMUNITY COLLEGE

**DREAMS
FULFILLED
HERE.**

REQUIREMENTS FOR REGISTRATION

High school diploma or the equivalent is not required for participation in Continuing Education courses. Credit courses listed in this schedule are subject to the standard College enrollment requirements.

REGISTRATION OPTIONS

1) By Fax: Fax a completed registration form with a VISA or MasterCard, or purchase order number with billing information to (205) 391-2453.

2) By Phone: Call (205) 391-2386

3) By Mail: Send the completed registration form with a check or money order to Shelton State Community College, Box 270, and 9500 Old Greensboro Road, Tuscaloosa, AL 35405.

4) In Person: Bring the completed registration form to the office of Training for Existing Business and Industry & Continuing Education, Suite 1363. Office hours are Monday - Friday, 8 a.m. - 5 p.m. Payment should be made through the Cashier's Office. You may also receive information by visiting the Shelton State Community College web site www.sheltonstate.edu. Go to TEBI/CE Schedule from the main menu.

CONFIRMATION: A written confirmation will be mailed prior to the first class meeting unless time does not allow. Information will include the date, time and location of the course, a map and a parking form for vehicle registration (if this applies).

CANCELLATIONS AND REFUNDS: Class participants have three working days following the first class meeting to request a refund. A refund minus a 5% administrative processing fee will be mailed. Please include your name, social security number, course name and number on your written request. Failure to attend the program does not constitute cancellation. All registrations will be refunded in full for class cancellations due to insufficient enrollment.

PARKING: A parking permit is required for everyone participating in any course offered through Shelton State Community College. Permits are effective for the academic school year beginning in the fall semester, so please keep the permit until the year is completed. Please include the \$10 fee with the registration payment. All cars parked without a permit are subject to being ticketed. Shelton disability parking validation is required. Please take handicap verification and parking form to the Campus Security to receive a tag for handicap parking.

DATES OF SCHOOL CLOSING: Shelton State Community College will not be open for classes on January 1 for New Years, January 21 and March 17-21 for Spring break. Classes will be held beginning January 7 and continue through May 5, 2008, unless otherwise stated.

CONTINUING EDUCATION UNITS: Continuing Education Units (CEUs) are a nationally recognized method for noting non-credit Continuing Education participation and are available for many of the courses. One CEU is granted for each ten contact hours of class participation. To qualify for the CEU, an individual must attend at least ninety percent of the course and display an understanding of the course content.

SHELTON STATE COMMUNITY COLLEGE REGISTRATION FORM

For all TEBI & CEU course registrations

Name (Please print)			
☐ Male	☐ Female	Race _____	
Address _____			
City _____	County _____	State _____	Zip _____
E-mail Address _____			
Phone (Home) _____		Phone (Work) _____	
Social Security # _____			
Employer _____			
Course(s) #	Course Title	Fee	
1. _____	_____	_____	
2. _____	_____	_____	
3. _____	_____	_____	

4. _____	
5. _____	
TOTAL COURSE FEES: \$ _____	
PARKING FEE:	\$ 10.00 (unless 1 day workshop)
TOTAL DUE:	\$ _____
PAYMENT INFORMATION	
☐ MONEY ORDER	☐ CHECK
☐ P.O. # _____	
☐ MASTERCARD	☐ VISA
Credit Card Number _____	Expiration Date _____
Checks and /or money orders should be made payable to SSCC.	
Return this form to:	
Shelton State Community College	
TEBI/Continuing Education, Box 270	
9500 Old Greensboro Road	
Tuscaloosa, AL 35405	



SHELTON STATE

COMMUNITY COLLEGE

9500 Old Greensboro Road
Tuscaloosa AL 35405

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